

**Town of Buena Vista, Colorado
Recreation Supervisor**

**TOWN OF BUENA VISTA,
COLORADO
RECREATION SUPERVISOR**

Department/Division: Recreation

Work Location: Community Center, 715 East Main Street, Buena Vista, CO 81211

Status: Exempt

Pay Range: \$34,273 - \$48,712

Effective Date: January 1, 2013

Revision Date: September 28, 2015

GENERAL STATEMENT OF DUTIES

Under the direction of the Town Administrator develops, plans, organizes, coordinates, and provides supervision and oversight for assigned recreation activities, services, facilities, special events, classes, field trips and programs. Recruits, trains, supervises and evaluates subordinate professional and paraprofessional recreation workers and volunteers; develops schedules, registration processes and fees for recreation services; conducts outreach and marketing activities with users, donors, sponsors and community groups and performs related work as required. Focus of the position will be centered on managing special events.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services.
2. Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Prepare community event and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation, events and community service publicity.
5. Identify community needs and recommend appropriate programs related to area of assignment.
6. Prepare periodic reports; maintain files and records.
7. Conduct and supervise special events; develop contracts and hire contracted instructors.
8. Serve as staff liaison on various Town recreation, events or community related committees and sub-committees as assigned by the Town Administrator.
9. Prepare purchase requisitions; order supplies and materials.
10. Participate in the selection of part-time recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
11. Participate in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.

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12. Responds to complaints and requests for information.
13. Coordinate community services activity programs and events with other Town departments, divisions, outside agencies, and service providers.
14. Coordinate the reservation of Buena Vista School District facilities with outside organizations.
15. Meet with public groups, clubs, organizations, and agencies to explain and promote community services, events, activities, and programs that encourage community participation.
16. Select, supervise, train, and evaluate assigned part-time staff.
17. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the recreation field; incorporate new developments as appropriate into programs.
18. Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES EDUCATION AND EXPERIENCE:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods, techniques, principles, and procedures used in the planning, development and administration of community service/recreation programs.
- Understanding common recreational and social needs of various age groups.
- Principles of supervision, training, and performance evaluation.
- Understanding of event coordination, leveraging resources, and fundraising.
- Principles and procedures for implementing and directing a wide variety of community services/recreation activities.
- Principles and practices of budget development.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Various sports equipment used in recreation programs.
- Grant writing and monitoring for compliance.

Ability to:

- Develop and administer community services/recreation programs and special events suited to the needs of the community.
- Plan, organize, coordinate, and direct the development and implementation of community services program.
- Analyze, interpret, and explain section policies and procedures. Supervise, train, and evaluate employees and volunteers.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Research appropriate grants for recreation, events, and programming.

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Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation administration or a related field.

Experience:

Two years of increasingly responsibility in events coordination or recreational program administration experience.

License or Certificate:

Possession of a valid Colorado driver's license.

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other recreation sites; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Management has the right to add or change these duties of the position at any time.